Dear [NAME],

I am writing to share with you my support for the IRS Free File program and to ask for your help in spreading the word about this important tool for tax preparation, which has helped millions of families save their hard-earned money and jumpstart their journey towards financial stability.

The Free File program is a public-private partnership between the IRS and the Free File Alliance, a coalition of industry-leading tax software companies. Since its inception in 2003, Free File has saved more than 50 million Americans over $1.3 billion in tax preparation costs. This program provides brand-name tax software products at no cost so that those who qualify can quickly, easily and securely do their taxes anywhere they have access to the Internet.

Anyone who made $66,000 or less last year is eligible for free tax software products through the IRS Free File program, meaning that more than 70 percent of Americans are able to prepare their federal taxes at no cost. Many states also offer Free File programs.

The software available through Free File can help members of our community save hundreds of dollars in tax preparation fees by walking users through an interview-like process, ensuring that they receive the maximum refund they are owed.

For low- to moderate-income filers, that refund can be the biggest paycheck they see all year. In fact, for some families, tax refunds can make up over 30 percent of their annual income. Receiving that much money creates the ideal opportunity to save and plan for a better financial future. We call this opportunity the Tax Time Moment.

At [ORGANIZATION], we have seen first-hand the difference tax time savings can make in the lives of people across our community, which is why we believe so strongly in Free File and the immense tax preparation help it provides.

For those seeking in-person help, local Volunteer Income Tax Assistance (VITA) programs are staffed with IRS-certified volunteers who can help individuals prepare accurate returns safely, securely and free of charge.

[OPTIONAL: INCLUDE PERSONAL NOTE ABOUT WHY YOUR ORGANIZATION SUPPORTS FREE FILE AND YOUR EXPERIENCES WITH THE DIFFERENCE IT HAS MADE IN PEOPLE’S LIVES.]

We believe that [YOU/YOUR ORGANIZATION] could be a great asset in informing our community about these resources. [INCLUDE NOTE ON HOW THE FREE FILE PROGRAM COULD HELP THOSE THAT THE THIRD-PARTY GROUP WORKS WITH (CONSTITUENTS, CLIENTS, ETC.).]

Would you be interested in talking with me further about this program to find ways we could work together to promote it? You can start helping right away by sharing more information about [Free File](http://www.irs.gov/freefile.) and [VITA](https://www.irs.gov/vita) programs on your social media platforms and website.

Thank you for your time, and please do not hesitate to reach out with any questions.

Sincerely,

[OUTREACH COORDINATOR / EXECUTIVE DIRECTOR]